



KING COUNTY

Project/Program Manager II

Contract Monitor for Mental Health Services

DEPARTMENT COMMUNITY AND HUMAN SERVICES

Mental Health, Chemical Abuse & Dependency Services Division

Annual Salary: \$24.7607 – 31.5856

Job Announcement No.: 03ES3575

OPEN: July 16, 2003

CLOSE: July 30, 2003

WHO MAY APPLY: Three career service positions are open to all qualified candidates

WHERE TO APPLY: Required forms and materials **must** be sent to: **Mike Elsner, 821 2nd Ave, Suite 610, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Linda.nordness@metrokc.gov, or call 206-296-5233 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed each of the numbered requirements must be submitted.

WORK LOCATION: The Exchange Building, 821 2nd Avenue, Downtown Seattle, WA.

WORK SCHEDULE: These positions are overtime eligible. The workweek is normally Monday through Friday, 8:30-4:30.

POSITION SUMMARY: The contract monitor position is responsible for contract development, negotiation and management with providers in the public mental health provider network. This position monitors contractors for compliance with MHCADSD contracts as well as associated RCWs and WACs. The position also provides support to the development of formal cross system relationships for the purpose of coordinating care for individuals who are in service in more than one service system.

PRIMARY JOB FUNCTIONS:

- Participate in contract development and negotiation for outpatient mental health services and specialized mental health service programs;
- Monitor both clinical and administrative compliance of provider agencies with MHCADSD contracts;
- Participate as part of compliance review teams in compliance and credential review processes of MHCADSD contracted agencies.
- Participate in program development and direction for publicly funded Mental Health Treatment Services
- Participate in planning; policy analysis and development;
- Participate in provider selection through competitive bid processes,
- Perform needs assessments, utilization and outcome data analysis; and quality improvement activities for community-based mental health programs/services.
- Participate in cross system coordination processes and the development of formal working agreements with allied systems.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

The candidate should have highly developed organizational skills, and an understanding of federal, state and local government mandates related to mental health treatment and a minimum of three years of experience in the areas listed below.

1. Bachelor's degree, or an equivalent combination of education and relevant job experience.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

2. Experience with and knowledge of the mental health treatment system of King County or the state of Washington.
3. Demonstrated knowledge of the populations served by the publicly funded treatment systems in the state of Washington.
4. Demonstrated knowledge of contract development; budget development and management; policy development, and program development.
5. Demonstrated ability to negotiate terms of contracts or similar formal agreements.
6. Demonstrated knowledge of compliance monitoring methods, quality assurance strategies, and associated technical writing related to review instrument development and findings/corrective action.
7. Demonstrated knowledge and/or experience with the current/best practice mental health treatment practices utilized in services to children with emotional disturbance or adults who are mentally ill and persons have co-occurring disorders of chemical dependency and mental illness.
8. Demonstrated knowledge of managed care service delivery system payment structures, utilization management strategies and quality management practices.
9. Demonstrated ability to gather, maintain, analyze data and develop formal written reports for professional and community audiences.
10. Ability to coordinate and collaborate with the child serving and/or adult serving system, as well as a variety of persons from the community and professional agencies.
11. Demonstrated experience with provider selection processes including development of Requests for Proposals.
12. Demonstrated ability to work as a member of a team.
13. Demonstrated verbal communication skills; and professional level writing skills.
14. Working knowledge of Word for Windows, Access, Excel, E-mail and the Internet.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License, or the ability to travel around the county in a timely manner. Occasional lifting.

UNION MEMBERSHIP: none

CLASS CODE: 8243